

UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
WESTERN DISTRICT OF TEXAS
200 West 8th Street
Austin, TX 78701

WILLIAM G. PUTNICKI
Clerk of Court

(512) 916-5896
Jury info: (512) 916-5852

IMPORTANT - RETAIN IN YOUR CASE FILE

The case filed on _____ as Civil Action No. _____
has been assigned to the docket of Judge _____.

Cases are assigned to docket clerks as follows:

Civil cases with numbers ending in:	1, 2, 3	Mary Chouinard
	4, 5	Tencha Damian
	6, 7,	Marilyn Chladil
	8, 9, 0	Kelly Clason
Criminal cases with numbers ending in:	1, 2	Mary Chouinard
	3, 4, 5	Tencha Damian
	6, 7, 8	Marilyn Chladil
	9, 0	Kelly Clason

Each of the above named deputy clerks can be reached at (512) 916-5896, should you have any questions regarding a particular case.

Courtroom deputies and their telephone numbers for each of the judges in the Austin Division are:

Judge NOWLIN	Janie Jones	(512) 916-5851
Judge SPARKS	Margaret Sims	(512) 916-5891
Judge JUSTICE	Marg Herrington	(512) 916-5269
Magistrate Judge CAPELLE	Shelby Nelson	(512) 916-5651
Magistrate Judge ALBRIGHT	Linda Clevenger	(512) 916-5652

The initials at the end of the case number designate the judge assigned to your case and are a part of the cause number. **They should be used at all times** and are defined as follows:

JN	Judge James Nowlin
SS	Judge Sam Sparks
WWJ	Judge William Wayne Justice
SC	Magistrate Judge Stephen Capelle
AA	Magistrate Judge Alan Albright

(See reverse)

When a case is reassigned from one judge to another, please be sure to change the initials after the case number accordingly. For example, case number A:98ca000JN is reassigned to Magistrate Albright. From the time it is reassigned, the case number will be A:98ca000AA.

The following are **standing orders** for the Austin Division and are requirements for filing:

- All papers submitted for filing must be **two-hole punched** at the top of the page to accommodate the Clerk's 2 3/4 inch center-to-center flat filing system.
- All motions and responses submitted for filing are to be accompanied by a **proposed order**.
- A **supplemental civil cover sheet** is to be submitted with all removal cases.

You are reminded that the Local Rules for the Western District of Texas require that all papers submitted to the Clerk for filing be submitted in duplicate. If you wish to have a file-stamped copy returned to you, you must submit an additional copy of the pleading/paper as well as a stamped, self-addressed envelope of the appropriate size.

Certificates of service must indicate the following:

- the name and address of the party served;
- the date of service; and
- the manner of service. (The manner of service must be specific, i.e. "by U.S. mail", "by certified mail", etc.

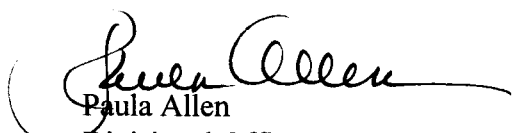
You are further reminded that the specific legal authorities supporting any motion shall be cited in the motion, and the motion shall be limited to **ten (10) pages** in length, unless otherwise authorized by the Court. Likewise, responses to motions are also limited to ten (10) pages absent prior authorization by the Court.

In order for us to expedite the processing of all papers, and to more readily assist you in any and all inquiries in this case, please address all mail to:

William G. Putnicki, Clerk
United States District Court
200 W. 8th Street, Rm. 130
Austin, TX 78701

Should you have any questions regarding your case, please feel free to call the appropriate docket clerk, courtroom deputy, or myself.

Sincerely,


Paula Allen
Divisional Office Manager
Austin Division